

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll Officer **DATE:** November 1, 2002  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT:** SIGN OFF FOR P/R # 9, ENDING 11/2/02

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This is to inform you that due to **Tuesday, November 5, 2002** being a state holiday, (Election Day) and a critical payroll processing day, it will be mandatory for all agencies to transmit (sign off) all payrolls no later than **2:00 PM on Monday, November 4, 2002**. Agencies that finish posting on **Friday, November 1, 2002** may transmit their payrolls on **Friday**.

Any payrolls **not signed off** by the above-mentioned deadline will result in a straight payroll (no exceptions) being processed for your agency.

Thank you in advance for your anticipated cooperation in this matter.

CPO:03-03